



| | |
|----------------|---|
| POSITION TITLE | DEAN OF ACADEMIC ADMINISTRATION |
| REPORTING TO | DEPUTY PRINCIPAL |
| TEAM | EDUCATIONAL LEADERSHIP TEAM |
| TEACHING LOAD | 1 class (up to 8 lessons per fortnight) |

| |
|---|
| SCHOOL PURPOSE |
| <i>Somerville House strives to provide an exemplary educational environment that enables students to discover and develop their talents in a safe, supportive Christian community, and to live a fulfilling life that makes a meaningful contribution to society.</i> |

| |
|---|
| PURPOSE OF POSITION |
| <p>It is the role of the Dean of Academic Administration to provide leadership of the academic life of the School, taking responsibility for the academic or vocational progress and programs of all students, with shared accountability for middle years and specific accountability for senior years of schooling.</p> <p>The Dean of Academic Administration works collaboratively with other members of the Educational Leadership Team in relation to the day to day life of the School. The role includes specific responsibility for providing leadership of the academic program and curriculum structures of the senior years of schooling. The Dean of Academic Administration models exemplary professional standards at all times. The Dean of Academic Administration demonstrates support for the School's philosophy, policies and procedures, strategic plans, core values and must have a strong commitment to the Christian ethos.</p> |

| | |
|---|---|
| REPORTING STRUCTURE | KEY RELATIONSHIPS |
| <pre> graph TD DP[Deputy Principal] --- DA[Dean of Academic Administration] DP --- DTP[Dean of Teaching Practices] DA --- HOS[Head of Library Services] DA --- DAP[Director of Academic Planning] DTP --- AHD[Assistant Heads of Department] AHD --- SSA[Senior School Academic Staff] HOS --- RL[Reference Librarian] HOS --- LA4[Library Assistants X 4] HOS --- LAJ5[Library Assistants J5] HOS --- AVT[Audio Visual Technician] AHD --- HD[Heads of Department] HD --- DAP </pre> | <p>LINE MANAGER FOR:</p> <p>Heads of Department (shared) Director of Academic Planning Head of Library Services</p> <p>POSITION REPORTS TO:</p> <p>Deputy Principal</p> |

| |
|---------------------------------|
| FINANCIAL ACCOUNTABILITY |
| Academic Administration Budget |

The School reserves the right to modify the position in order to meet its operating needs.



| SUCCESS INDICATORS |
|---|
| <p>KPI 1: Successful strategic approach to development of a positive learning culture, reflected in survey measurement</p> <p>KPI 2: Effective management, with sound leadership of the academic life of the senior years, as measured in parent survey feedback</p> <p>KPI 3: Demonstrated capacity to maintain a collaborative and solution focused approach to managing various issues relating to academic performance, as measured in 360 feedback</p> <p>KPI 4: Consistent achievement of high stakeholder satisfaction with proactive initiative to create opportunities, as measured by student and parent satisfaction surveys</p> <p>KPI 5: Development of a positive and efficient system for monitoring academic progress, as measured by student feedback</p> |

| SELECTION CRITERIA |
|--|
| <p>QUALIFICATIONS & EXPERIENCE</p> <ul style="list-style-type: none">• A higher degree in management and / or education, preferably a Masters' Degree• Qld College of Teachers' Registration (or eligibility for registration)• Significant experience in a senior leadership role in a school• Demonstrated capacity to lead and implement change |
| <p>SKILLS</p> <ul style="list-style-type: none">• Operationalising strategic decisions• Demonstrated, highly-developed organisational and administrative skills• Highly effective communication skills, written, spoken and technological• Established quality leadership skills, with a demonstrated commitment to collaborative decision-making• Ability to build teams of people, and to lead, inspire and motivate others• Ability to analyse situations individually and organizational and to negotiate and mediate• Working knowledge of National and State education frameworks and systems, and assessment and reporting requirements• Proven ability to relate well to girls and young women• Empathy and respect for children, young adults and their families |
| <p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none">• Outstanding professional presentation and manner• Proven interpersonal qualities and skills necessary for close co-operation with the School Council, various leadership teams and middle managers, stakeholder groups, members of staff, parents, students and other members of the School community• Proven ability to work collaboratively and energetically within a dynamic organisation• Show initiative through a proactive approach• Willingness to serve with a high level of personal integrity• Possess self-motivation and a willingness to accept responsibility• Have a proven ability to actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, occupational health and safety and ethical behaviour• Extensive understanding of the issues facing girls and young women• Demonstrate a commitment to the Christian ethos of the School• Commitment to one's own continued self-improvement through professional learning. |

The School reserves the right to modify the position in order to meet its operating needs.



1. KEY RESULT AREA - providing educational leadership in alignment with the School's Purpose, Vision and Values

KEY ACCOUNTABILITIES

- a) Planning strategically, initiating and managing development and change, to facilitate the School Strategic Plan, and achievement of broader School goals
- b) Displaying a high level of expertise in terms of QCCA and compliance requirements, by ensuring that policies, procedures and programs are researched thoroughly, and effectively developed with staff, students and parents having a clear understanding of the expectations and practices
- c) Maintaining familiarity with all aspects of school policy and working with members of the Educational Leadership Team on the development, review and implementation of policies and procedures related to academic welfare
- d) Demonstrating a strong sense of commitment to personal growth and improvement, and leadership of the professional learning program for the curriculum leaders (Heads of Department) and Academic staff
- e) Assisting with the recruitment of new staff, and the staff appraisal processes
- f) Playing a significant role in maintaining positive relationships with parents
- g) Maintaining familiarity with relevant state and national legislation and/or reports relevant to the operation of the School
- h) Model excellence in teaching and learning

2. KEY RESULT AREA - Execute organisational leadership in the academic life of the School

KEY ACCOUNTABILITIES

- a) Contribute to the timetable planning, including placement of staff according to requests from Dean of Teaching Practices and Dean of Student Wellbeing
- b) Organisation of weekly Assemblies in Semester 2
- c) Management of all academic awards and for the annual Semester 1 & 2 Awards of Academic Achievement and Scholars' Assembly.
- d) Manage the allocation of Academic Pockets (as required).
- e) Oversight over parent teacher interviews for middle and senior years
- f) Management of activities associated with teaching of middle and senior years eg. text issues, schedules for competitions, meetings, assessment, risk management for incursions

3. KEY RESULT AREA - Develop self and others

KEY ACCOUNTABILITIES

- a) Prepare HOD Agenda and attendance at HOD meetings.
- b) Attending the Curriculum Committee (alternate chairing with Dean of Teaching Practices) and oversight of efficient and effective Departmental meetings, receiving their minutes and reporting on appropriate matters to the Deputy Principal
- c) Liaising with Heads of Department, Dean of Teaching Practices and Dean of Student Wellbeing and teaching staff on student academic performances and issues across Middle and Senior Years
- d) Assist Heads of Department to prepare subject overviews and assessment.
- e) Assist Deputy Principal with the construction of the School Calendar especially in relation to academic matters
- f) Attend and actively support co-curricular programs for students.

The School reserves the right to modify the position in order to meet its operating needs.



4. KEY RESULT AREA - Leadership of specific academic accountabilities as outlined within

KEY ACCOUNTABILITIES

- a) Oversight of the reporting processes for Middle and Senior Years, with delegation to the Head of Technology Services in relation to computer operational matters
- b) Management of parent and student concerns in Middle and Senior Years related to teaching, learning, assessment, reporting, and being the final point of contact for parents and guardians, in these matters.
- c) Set the Senior Years (10 – 12) assessment calendar and communicate this to stakeholders.
- d) Administration of the Senior Years academic program in relation to liaison with the QCAA. This administration includes:
 - o implementation of QCAA and ACARA requirements in relation to School Work Programs
- e) In collaboration with the Dean of Student Wellbeing, Student Counsellor, academic counselling of students, present or future, with respect to programs of study, management and engagement of course selections for Senior Years and opportunities or changes through Years 10, 11 and 12, including alternative pathways
- d) Co-ordination with the support of the respective Head of Year and Heads of Department, for the Year 11 course selection evenings and the academic aspects of other parent evenings for the Senior Years
- e) Compilation of the Curriculum Handbooks for Years 10 - 12
- f) Approve Senior Years excursions as per school policy.
- g) Ensuring staff support and compliance in meeting deadlines for submissions, teaching programs and the operational aspects of staff work with respect to assessment, grading of student work and feedback.

5. KEY RESULT AREA - Responsibility for leading specified aspects of teaching and learning areas

KEY ACCOUNTABILITIES

- a) Lead and oversee the preparation of students for ATAR examinations
- b) Oversee academic progress of Senior Years' students, liaising with Heads of Department, Heads of Year and subject teachers.
- c) Working with the Student Counsellor developing SET Plans with students and holding interviews with parents and students of students considered at risk in their Year 11 and 12 studies because of subject choices.
- d) Endeavour to create tertiary links through networking for career opportunities, through working with Careers Counsellor
- e) Analyse internal and external academic results and formulating appropriate strategies of the maintenance and improvement of standards.
- f) Any other duties as required by the Principal

SHARED RESPONSIBILITIES WITH SENIOR LEADERSHIP TEAM & EDUCATIONAL LEADERSHIP TEAM

- Staff Annual reviews, including follow up classroom visits
- New student enrolment interviews
- Staff management issues
- Student management issues
- High involvement in recruitment and selection processes for new staff, induction and performance management
- Attendance at school events and functions as required on a weekly basis and at term breaks
- Student report comments proofreading
- School marketing (interstate reunions, boarding functions – rural and metropolitan)
- Student Leadership interviews
- Hosting morning teas for tutorial groups (feedback conversations)
- Participate in policy and strategy formulation and implementation.

The School reserves the right to modify the position in order to meet its operating needs.



| EMPLOYEE SIGN OFF | | | |
|--|--|------------------|--|
| <p>I have read and understand the requirements of this position. I acknowledge that this Position Description document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes. I acknowledge that the Position Description may require amending and updating periodically, due to changes in responsibilities and organizational requirements.</p> | | | |
| <i>NAME</i> | | <i>PRINCIPAL</i> | |
| Signature | | Signature | |
| Date | | Date | |

The School reserves the right to modify the position in order to meet its operating needs.